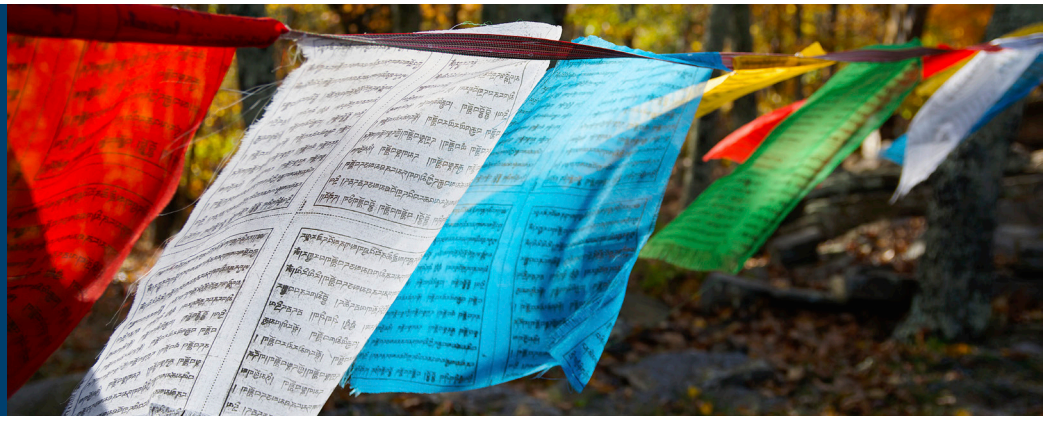
Future Generations University



ADMINISTRATIVE POSITION:

Director of Administration and Human Resources

Please join us as in the next chapter of Future Generations University!

We are strengthening our culture of teamwork, professionalism and personal responsibility, where team members bring a positive mindset, are self-motivated, support their peers, practice effective time management, and are committed to positive social change.

The **Director of Administration and Human Resources** will oversee the management and maintenance of administrative systems, IT services & cyber security, facility management, record keeping, as well as federal compliance monitoring and reporting. This position reports to the President & CEO.

About Future Generations University:

The mission of Future Generations University is to advance research, learning, and action toward inclusive, sustainable community change worldwide. We are committed to providing high-quality education to those on the front lines of change, equipping students in the communities where they live with the tools, knowledge, and networks needed to thrive. As the University builds on decades of innovation, we will continue to foster a culture of growth and continuous improvement, one that responds to evolving challenges and remains dedicated to community-centered and world-circling impactful change.

Learn more: future.edu.

Equal Opportunity Statement

Future Generations University does not discriminate and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity or genetics. Women, minorities, individuals with disabilities and veterans are encouraged to apply for job openings for which they qualify. In addition to federal law requirements, Future Generations University complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

The Director of Administration and Human Resources will join an institution that operates locally in central Appalachia with students and programs all over the world. Work experience in the central Appalachian region of the United States or in International Development contexts is preferred but not required. This job will require regional travel as well as a flexible work schedule that may at times require attending meetings outside of normal business hours to accommodate deadlines, and coordination with student, faculty, alumni, or project partner schedules.

Administration Duties:

- Maintain and administer employment agreements and contractual relationships
- Oversee personnel and HR records, and staff performance review systems
- Maintain and enforce Policy & Procedures manual
- Handle staff grievances
- With registrar, handle student grievances
- With registrar, maintain student records
- Administer University-wide record keeping systems such as Google Drive, Customer Relations Management (CRM), and project management (Monday.com)
- Maintain institutional archives
- Oversee health, safety, and security policies and systems University-wide
- Provide internal training and enforce the Family Educational Rights Privacy Act (FERPA)
- Maintain current Department of Education and other federal training, including OSHA, Title IV, and any other mandated certifications

Location and hours:

This position is full-time with the ability to be partially remote. The successful candidate will be required to work regular hours Monday through Friday, with a minimum of 10 in-office days per month, at our mountain headquarters' office (Franklin, WV) from 9:00 am to 5:00 pm with an occasional need to work irregular hours and/or weekends.

Preferred qualifications:

- Bachelor's degree (master's preferred) in a related field
- 5 or more years of experience in HR and administrative management
- Significant leadership and communication abilities
- Experience in a non-profit or academic environment
- Knowledge of HR policies, compliance, recruitment, performance management, and employee relations
- Must be energetic, positive, well-organized, and capable of functioning effectively in an independent environment and on a team
- Reliable/dependable hard worker with a "can do" attitude that is eager to learn
- Experience with Microsoft Office and Google Suite
- Demonstrated ability to manage multiple projects simultaneously
- Valid driver's license required

Benefits:

- Retirement Matching (up to $200/pay period)
- Health, Dental & Vision Plan available (employer pays 80% of employee & 50% of dependent premiums)
- Medical and Dependent Care FSA available
- PTO

Salary range (up to $85,000) will be commensurate with the experience, skills, and qualifications that the candidate brings to the position. The successful candidate will need to pass a background check. Interested candidates should send a letter of interest, three professional references and CV/ Resume to Sarah Collins-Simmons at hr@future.edu.